




Department of Energy

Washington, DC 20585

March 3 , 2003

MEMORANDUM FOR: PROCUREMENT DIRECTORS

FROM: RICHARD H. HOPF, DIRECTOR 
OFFICE OF PROCUREMENT AND ASSISTANCE
MANAGEMENT

SUBJECT: TASK ORDERING CONTRACTING

The Office of Procurement and Assistance Policy, in cooperation with the Office of Headquarters Procurement Services, is disseminating by Policy Flash 2003-07, a new Chapter 38 to the DOE Acquisition Guide, addressing specifically the use of Federal Supply Schedules, Multiple Award Contracts, and Government-wide Agency Contracts, which have become increasingly significant as acquisition vehicles for meeting agency requirements. This new Chapter replaces and updates guidance currently contained in Acquisition Letter 2000-07, which is cancelled.

While continued use of these vehicles is encouraged and critical to managing heavy workload, contracting officers must pay vigilant attention and use keen judgement in determining when their use is proper and appropriate to the individual circumstance. The importance of ensuring high quality in our contracting efforts when using these vehicles cannot be overemphasized.

Although Departmental experience has been positive, abuse of these vehicles within other agencies has created problems for them regarding their viability as administered, resulting either from improper use or training of procurement personnel. Thus, it is vitally important that everyone be familiar with this new Guide chapter, as well as the General Services Administration and Federal Acquisition Regulation guidance on the subject. Please make sure that your staff reads and conforms with these requirements.

My office will continue to track the use of these vehicles and the application of sound business practices by DOE contracting officers.

Thank you for your cooperation.

